DOCUMENT RESUME

ED 433 895 JC 990 610

AUTHOR	Hicks, Geoffrey
TITLE	Analysis of the Central Virginia Community College Spring 1999 Survey of Business and Industry.
INSTITUTION	Central Virginia Community Coll., Lynchburg.
PUB DATE	1999-06-02
NOTE	34p.
PUB TYPE	Numerical/Quantitative Data (110) -- Reports - Research (143)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	College Role; Community Colleges; *Community Surveys; *Education Work Relationship; *Employer Attitudes; Employment Qualifications; Graduates; Labor Force Development; Outcomes of Education; Program Evaluation; *School Business Relationship; Tables (Data); Two Year Colleges
IDENTIFIERS	*Central Virginia Community College

ABSTRACT

Central Virginia Community College (CVCC) conducted a survey of local employers in spring 1999 to obtain feedback on the college's program offerings and graduates. Surveys were sent to 1,200 businesses, governments and schools in the four-county Region 2000 business/industrial community. Respondents returned 312 surveys for a response rate of 26 percent. Twenty Region 2000 representatives were interviewed in person. The purpose of the survey was to determine the following: (1) preferred evening for-credit course length; (2) which one- and two-year programs were taken by CVCC graduates hired by local employers; and (3) what new programs, for-credit courses, non-credit courses, and weekend courses should be offered by CVCC. Most respondents had no preference regarding evening for-credit course length; those with a preference favored courses under 15 weeks in length. Respondents had hired graduates of over 40 CVCC programs. Two-fifths of graduates hired by local employers had completed business-related programs. Respondents suggested 62 new programs of study and 82 new courses. Common course and program recommendations were most often in the fields of technology, computers and information systems, business management, basic management, health and child care, communications, and interpersonal skills. The survey analysis suggests a widespread market for CVCC offerings and a need for the college to keep the community informed of its services. Includes 12 tables that summarize survey results. (RDG)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 433 895

Analysis of the Central Virginia Community College Spring 1999 Survey of Business and Industry

by
Geoffrey Hicks, Ph.D.
Office of Research, Assessment, & Planning
June 2, 1999

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

G. Hicks

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

BEST COPY AVAILABLE

TABLE OF CONTENTS

EXECUTIVE SUMMARY 1

INTRODUCTION 2

SUMMARY OF RESULTS 2

CVCC Evening Credit Course Length Preference 2
Two-Year Programs of Study of CVCC Graduates Hired by Local Employers 2
One-Year Programs of Study of CVCC Graduates Hired by Local Employers 2
Programs of Study That CVCC Should Offer, Which It Currently Does Not Offer 3
Credit Courses That CVCC Should Offer 3
Non-Credit Courses That CVCC Should Offer 4
Combined Credit and Non-Credit Courses That CVCC Should Offer 4
College Programs of Study That CVCC Should Offer in the Weekend College 5
Interviews with Selected Region 2000 Organizations 5

RECOMMENDATIONS 6

APPENDIX: BUSINESS/INDUSTRY SURVEY RESULTS 7

Table 1: Evening For-Credit Course Length Preferences of Respondents 8
Table 2: CVCC Two-year Programs of Study of CVCC Graduates Hired by Respondents Sorted From Most to Least Frequent 8
Table 3: CVCC One-Year Programs of Study of CVCC Graduates Hired by Respondents Sorted From Most to Least Frequent 9
Table 4: Describe Programs of Study Not Listed Above That CVCC Should Offer Sorted From Most to Least Frequent 10
Table 5a: What Kind of Credit Courses Would You Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained 12
Table 5b: What Kind of Credit Courses Would You Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained 14
Table 6A: Describe Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained 16
Table 6B: Describe Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained 18
Table 7A: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employees to Be Trained 20
Table 7B: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained 23
Table 8A: CVCC Weekend College Program of Study--Either Old or New--That Would be Most Beneficial for Your Organization Sorted in Terms of Number of Employees to be Trained 26
Table 8B: CVCC Weekend College Program of Study--Either Old or New--that Would be Most Beneficial for Your Organization sorted in terms of Number of Employees to be Trained 29

Executive Summary

Methodology: During spring 1999 CVCC conducted a survey of 1,200 businesses, governments, and public schools in Region 2000. The purpose of the survey was to find out preferred evening for-credit course length, two- and one-year programs of study taken by locally hired CVCC graduates, and programs of study, for-credit courses, non-credit courses, and weekend college offerings that respondents think CVCC should offer. The sample consisted of Greater Lynchburg Chamber of Commerce members, businesses listed in the Industrial Directory, regional city and county governments, and public school principals. The surveys were supplemented with twenty interviews.

Findings: Respondents report that they have hired employees who graduated from over forty different one- or two-year CVCC programs of study. Most frequently hired are employees whose CVCC programs of study are in business-related fields such as Accounting, Management, Marketing, Business Administration, General Clerical, Business Supervision, Microcomputer Office Automation, and Purchasing. These programs of study account for over two-fifths of all employees' CVCC degrees.

Region 2000 businesses, local governments, and schools think that CVCC should offer sixty new programs of study with one-third recommending Automotive Technology, Basic Business Management, Advertising Design, Certified Nursing, Education and Child Care, Medical Transcription and Terminology, and Landscaping and Horticulture.

Region 2000 employers want eighty-two new courses. Two-fifths of the recommendations are for courses about Computer Software (Windows 98, Excel, MS Office, Internet, etc.); Basic Management (supervisory skills, leadership, people management, and management development); Behavior Within Organizations (interpersonal, teamwork, and stress management); Communications (writing, speaking, and reading); Electro-Mechanical Technician Training (PLC training, electronic controls, mechanical operations, and technical machines); Business Management (industrial, quality, office, real estate, veterinary, and gym); Construction, and Industrial Maintenance.

Of the employer recommendations for sixty-three Weekend College programs, half are for Basic Management, Information Systems Technology, Sales and Marketing, Education, HVAC/Electro-Mechanical Technician Training, Accounting, Computer Aided Drafting, and Electronics Technology.

Most business, government, or school respondents have no evening for-credit course length preference. Of those with a preference, most favor an evening for-credit course length shorter than fifteen weeks.

Interviewed spokespersons for nineteen businesses and the City of Lynchburg voice the immediate or potential need for CVCC services that range from new programs through for-credit and non-credit courses to pre-employment training. Seven indicate that they receive or have received coursework or training from community colleges or businesses and non-profit organizations other than CVCC.

Recommendations: The Business and Industry survey reveals a widespread need for the programs, courses, and services of CVCC throughout Region 2000. In some instances, CVCC already offers courses in evenings and on the weekend that many businesses need but are unaware of. In other cases businesses have programmatic, service, and courseware needs that CVCC does not know about. CVCC must reach out to businesses, governments, and schools regularly to inform them of its programs, courses, and services and to learn about their needs so that it can better meet them, otherwise other community colleges, businesses and non-profit organizations that provide training will fill the breach.

Introduction

During spring 1999 the Office of Research, Assessment, & Planning conducted a survey of 1,200 employers located in its four-county and two-city service area, otherwise known as Region 2000. The purpose of the survey was to find out preferred evening for-credit course length, two- and one-year programs of study taken by CVCC graduates hired by local employers, and which new programs of study, for-credit courses, non-credit courses, and weekend college offerings should be offered by CVCC. The sample consisted of members of the Greater Lynchburg Chamber of Commerce, employers listed in the Industrial Directory, regional city and county governments, principals of public schools, and local doctors. Three hundred and twelve questionnaires were returned, providing a response rate of 26 percent. Besides surveying 1,200 businesses, governments, and schools, twenty additional representative businesses of the Region 2000 business/ industrial community and the City of Lynchburg were contacted and their CEOs or other spokespersons were interviewed in person. The interview format allowed for more in-depth probing about CVCC's past, present and future place in meeting the company's needs. Summary tables containing both survey and interview data are presented in the Appendix.

Summary of Results

CVCC Evening Credit Course Length Preference

Table 1 in the Appendix presents evening for-credit course length preferences of employers. Fifteen weeks, which is the current length of a CVCC semester, was preferred by 24.7%. Respondents who preferred a for-credit course length shorter than fifteen weeks comprised 29.6% of the sample. The single largest category identified by respondents is "don't know" (45.7%).

Two-Year Programs of Study of CVCC Graduates Hired by Local Employers

Table 2 in the Appendix shows that surveyed employers most frequently hire CVCC graduates whose major was Accounting (17.1%). Other high demand CVCC majors include Management (10.6%), Marketing (9.8%), Business Administration (8.5%), Information Systems Technology (8.5%), Electronics Technology (8.3%), Administrative Support Technology (7.9%), and Engineering Technology (7.1%). Together, these eight majors account for over three-quarters of all two-year programs of surveyed employers' employees.

One-Year Programs of Study of CVCC Graduates Hired by Local Employers

Table 3 in the Appendix presents the one-year programs of study of CVCC graduates hired locally. The following twelve programs of study account for over four-fifths of graduates hired with one-year degrees by surveyed employers: Accounting (13.8%), General Clerical (10.7%), Business Supervision (8.3%), Welding (7.1%), Industrial Electricity (6.9%), Machine Operations/Tool/Shop/Computer Numerical Control (6.7%), Industrial Maintenance (5.5%), Quality Control (5.5%), Computer Aided Drafting (5.5%), Heating, Ventilation, & Air Conditioning (4.3%), Microcomputer Office Automation (4.0%), and Purchasing (3.6%).

Programs of Study That CVCC Should Offer, Which It Currently Does Not Offer
The programs of study which one hundred two employers think CVCC should offer, but which it currently does not offer are presented in Table 4 in the Appendix. The most frequently identified program of study that respondents think CVCC should offer is Automotive Technology (5.8%).

One of two second most frequently identified programs of study (4.9%) that employers think CVCC should offer is Basic Supervisory/Leadership Training and Organizational/ Business Management /Administration for a Small Business or for a Plant. The other second most frequently identified program that respondents think CVCC should offer is Photography/Computer Graphics/Advertising Design. The third most frequently proposed CVCC majors (3.9%) include Certified Nursing Assistant/Surgical Assistant, Computer Hardware Technology/Other Computer, Early Childhood Development/ Education/Substitute Teaching /Residential Childcare, and Medical Transcription/ Terminology. The fourth most frequently identified programs of study that respondents think CVCC should offer (2.9%) include Landscaping/Horticulture and Building Construction.

Altogether, the nine most frequently proposed programs for CVCC account for over one-third of the total number of programs that respondents think that CVCC should offer in the future.

Although technically not a program of study, a number of employers (3.9%) requested that CVCC offer the following service: selection in pre-hire/pre-employment testing/ identification of employee skill levels.

Credit Courses That CVCC Should Offer
Table 5a in the Appendix presents the credit courses employers think CVCC should offer sorted in terms of the number of employees they believe will enroll in the courses. The suggested credit course with the highest projected enrollment (20.1%) is Computer Software—Windows 98, Excel, MS Office, etc. The suggested credit course with the second highest projected enrollment (11.7%) is Electro-Mechanical Technician Training—PLC training, electronic controls/mechanical operations/ technical machine training. The two courses with the third highest projected enrollments (10.1%) are HVAC Plumbing and Piping Masonry. The course with the fourth highest projected enrollment (7.4%) is Managing People/Leadership. The fifth highest projected enrollment course (5.0%) is Residential Child Care. Altogether, these six courses account for almost two-thirds of projected enrollment from all proposed credit courses.

Table 5b in the Appendix presents the same data as is reported in Table 5a sorted in terms of the number of employers that want the credit courses. Forty-six percent of responding businesses and governmental organizations want CVCC to offer eleven for-credit courses: Business Management—for industrial, construction, quality, office, real estate, veterinary, or gym business management (8.5%); Electro-Mechanical Technician Training—PLC training, electronic controls/mechanical operations/ technical machine training (7.0%); Managing People/Leadership (5.6%); Computer Software—Windows

98, Excel, MS Office, etc. (4.2%); CAD/Drafting (4.2%); Sign Language (2.8%); Reading /English Composition (2.8%); Medical Terminology (2.8%); Horticulture (2.8%); Education—grades 4-8 certification/special ed (2.8%); and Accounting (2.8%).

Non-Credit Courses That CVCC Should Offer

Table 6a in the Appendix presents the non-credit courses employers think CVCC should offer sorted in terms of the number of employees they believe will enroll in the courses. The suggested non-credit course with the highest projected enrollment (29.4%) is Conflict Resolution. The suggested non-credit course with the second highest projected enrollment (10.0%) is Basic Management—supervisory skills/leadership/ people management/management development. The course with the third highest projected enrollments (8.8%) is Computer Applications (MS Office, Corel Legal Suite, Excel, Quattro, and Word). The four courses with the fourth highest projected enrollment (4.4%) are Electronic Assembly, Soldering, Statistical Process Control, and Working Retail. The three courses with the fifth highest projected enrollment (2.9%) are Construction, Stress Management/Organizational Behavior, and Website Design. Altogether, these ten courses account for three-fourths of all projected enrollments for non-credit courses.

Table 6b in the Appendix presents the same data as is reported in Table 6a sorted in terms of the number of employers that want the non-credit courses. Forty-six percent of employers want CVCC to offer seven non-credit courses: Computer Applications—MS Office, Corel Legal Suite, Excel, Quattro, Word (17%); Basic Management—supervisory skills/leadership/people management/management development (9.8%); Communications—writing/speaking (5.4%); Industrial Maintenance—maintenance mechanics/electrical maintenance/electronic maintenance/ instrument maintenance (4.5%); Stress Management/Organizational Behavior (4.5%); Blueprint Reading (2.7%); and Conflict Resolution (2.7%).

Combined Credit and Non-Credit Courses That CVCC Should Offer

In order to provide an overview of all courses—both credit and non-credit which employers think CVCC should offer—respondent preferences about both kinds of courses are combined into Table 7a in the Appendix which sorts these courses in terms of number of employees projected to enroll in them. The employer-suggested combined credit and non-credit course with the highest projected enrollment (16.8%) is Conflict Resolution. The suggested combined credit and non-credit course with the second highest projected enrollment (15.1%) is Computer Software—Windows 98/Excel/MS Office/Internet. The course with the third highest projected enrollment (9.4%) is Basic Management—supervisory skills/leadership/ people management/management development. The course with the fourth highest projected enrollment (7.7%) is Construction—roofing, carpentry, saws, HVAC piping, plumbing, and masonry. The fifth highest projected enrollment course (5.9%) is Electro-Mechanical Technician Training—PLC training, electronic controls/ mechanical operations/ technical machine training. Altogether, these five courses account for half of the projected enrollment in all credit and non-credit courses.

Table 7b in the Appendix presents the same data about combined credit and non-credit courses in terms of the number of employers that want them. The most frequently recommended course by employers (12.5%) is Computer Software—Windows 98, Excel, MS Office, Internet, etc. The second most frequently recommended credit or non-credit course (8.5%) is Basic Management—supervisory skills/leadership/people management/ management development. Two credit and non-credit courses receive the third highest level of support (4.0%): Behavior Within Organizations—interpersonal, teamwork, stress management, and Communications—writing, speaking, and reading. Two credit and non-credit courses receive the fourth highest level of support (3.4%): Electro-Mechanical Technician Training—PLC training, electronic controls, mechanical operations, technical machines, and Business Management—industrial, construction, quality, office, real estate, veterinary, and gym. Two credit and non-credit courses that receive the fifth highest level of support (2.8%) are Construction and Industrial Maintenance.

As a group, these eight most frequently recommended courses comprise two-fifths of all credit or non-credit courses recommended by all employers.

College Programs of Study That CVCC Should Offer in the Weekend College

Table 8a in the Appendix presents the weekend college programs of study that employers think CVCC should offer sorted in terms of the projected number of employees to be served. Nine programs of study account for over two-thirds of projected enrollment for all of the programs of study. These nine programs of study include Information Systems Technology (14.3%); Certified Nurse's Assistant (12.5%); Retailing (11.5%); Basic Management (10.0%); Electronics Technology (5.7%); Sales and Marketing (4.7%); Cadkey/CADCAM (3.9%); Construction (3.6%); and Human Services (3.6%).

Table 8b in the Appendix sorts proposed weekend college programs suggested by employers according to the number who are interested in this training. Approximately half of all responding employers are interested in eight weekend college programs of study. These programs of study include Basic Management (14.1%); Information Systems Technology (14.1%); Sales and Marketing (4.4%); Education (3.7%); HVAC/Electro-mechanical Technician/Business Side of HVAC (3.7%); Accounting (3.0%); Cadkey/CADCAM (3.0%); and Electronics Technology (3.0%).

Interviews with Selected Region 2000 Organizations

Besides surveying businesses, governments, and schools, interviews were conducted with chief executive officers or other designated spokespersons of nineteen businesses and one city government. Every organization that was visited indicated the immediate or potential need for training, courses, or programs that could be provided by CVCC. Desired training ranged from new programs through credit and non-credit courses to pre-employment testing.

Seven of the twenty organizations indicated that they have received training or coursework in information system technology, management, electronics, mechanical/ instrumentation training, pulp and paper making or other technical subjects from Virginia community colleges, AMTEC, or businesses other than CVCC. Virginia

community colleges that have offered coursework to these companies include Dabney S. Lancaster Community College, Danville Community College, and New River Community College. Businesses, which offered training to these companies, include Executrain, Framatone, and Human Resources Training and Consulting. Reasons given by the employers for using community colleges other than CVCC, AMTEC, or private businesses to provide them with this training varied from organization to organization. Many stated that CVCC did not market its products as aggressively as did the other community colleges or businesses offering training. Some companies stated that CVCC did not provide programs that met their needs.

Recommendations

The Business and Industry survey reveals a widespread need for the programs, courses, and services of CVCC throughout Region 2000. In some instances, CVCC already offers courses in evenings and on the weekend that many employers need but are unaware of. In other cases employers have programmatic, service, and courseware needs that CVCC does not know about. The Business and Industry survey shows that CVCC must reach out to businesses, governments, and schools to market its products or else other schools, businesses and organizations will fill the beach. CVCC has already begun taking steps in this direction by merging with AMTEC. In the future, it is imperative that CVCC periodically contact local businesses, governments, and schools to inform them of its services, find out what their needs are, and act on them.

Appendix: Business/Industry Survey Results

	Table 1: Evening For-Credit Course Length Preferences of Respondents	*N*	*Percent*
	Fifteen Weeks	40	24.7
	Eight Weeks	31	19.1
	Six weeks	10	6.2
	Other	7	4.3
	Don't Know	74	45.7
	Total	162	100.0
Item #	*Table 2: CVCC Two-Year Programs of Study of CVCC Graduates Hired by Respondents Sorted From Most to Least Frequent*	*N*	*Percent*
1	Accounting	84	17.1
13	Management	52	10.6
14	Marketing	48	9.8
5	Business Administration (transfer preparation)	42	8.5
11	Information Systems Technology (computer software application, programming)	42	8.5
8	Electronics Technology (computer, digital, communications)	41	8.3
3	Administrative Support Technology (clerical)	39	7.9
9	Engineering Technology (architecture, civil, mechanical)	35	7.1
10	General Studies (transfer preparation)	21	4.3
7	Education (preparation for transfer to a four-year school)	17	3.5
4	Banking and Finance	15	3.0
12	Liberal Arts (transfer preparation)	14	2.8
17	Science	11	2.2
6	Communication Design (commercial art)	9	1.8
15	Medical Laboratory Technology	9	1.8
2	Administration of Justice (police, corrections, security)	7	1.4
16	Radiological Technology	6	1.2
	Total	492	100.0

Item #	*Table 3: CVCC One-Year Programs of Study of CVCC Graduates Hired by Respondents Sorted From Most to Least Frequent*	*N*	*Percent*
1	Accounting	58	13.8
8	General Clerical	45	10.7
2	Business Supervision	35	8.3
24	Welding	30	7.1
12	Industrial Electricity (electrical trade)	29	6.9
15	Machine Operations/Tool/Shop/Computer Numerical Control (machinist training)	28	6.7
13	Industrial Maintenance	23	5.5
20	Quality Control	23	5.5
4	Computer Aided Drafting	23	5.5
9	Heating, Ventilation, & Air Conditioning	18	4.3
16	Microcomputer Office Automation	17	4.0
19	Purchasing	15	3.6
22	Teacher Aide	14	3.3
18	Plumbing	11	2.6
10	Health Care Preparation	8	1.9
14	Legal Assistant	8	1.9
3	Child Care	7	1.7
6	Educational Interpreting (sign language)	6	1.4
11	Human Services (working with the mentally ill or retarded)	6	1.4
7	Furniture Manufacturing	5	1.2
17	Photography	5	1.2
23	Water and Wastewater Management	5	1.2
21	Respiratory Therapy	2	0.5
5	Cosmetology (barber/beautician)	0	0.0
	Total	421	100.0

Table 4: Describe Programs of Study Not Listed Above That CVCC Should Offer Sorted From Most to Least Frequent	*N*	*Percent*
Automotive technology/including ASE certification/including heavy equipment/small engine tractor technicians	6	5.8
Basic supervisory/leadership training/organizational-business management/administration for small business/plant	5	4.9
Photography/computer graphics/advertising design	5	4.9
Certified nursing assistant/surgical assistant	4	3.9
Computer hardware technology/other computer	4	3.9
Early childhood development/education/substitute teaching/residential childcare	4	3.9
Medical transcription/terminology	4	3.9
Selection in pre-hire/pre-employment pretesting/identify employee skill levels	4	3.9
Building construction (similar to program at VA Tech)	3	2.9
Landscaping/horticulture	3	2.9
CADKEY, CADCAM	2	1.9
Electronics/with Radio Frequency	2	1.9
Food services	2	1.9
Heavy construction operators	2	1.9
Human relations/customer relations	2	1.9
Human resources	2	1.9
Life insurance agency management/prelicensing	2	1.9
Machine operations/laser operations/machine shop tool & die apprenticeship	2	1.9
Maintenance: electrical, electronics, pneumatics, mechanical, hydraulics	2	1.9
Medical assistant	2	1.9
Real estate appraisals—real estate courses (including real estate marketing)	2	1.9
Accounting application software--Peachtree, Quickbooks Professional	1	1.0
Apartment maintenance technical training	1	1.0
Associate degree program in nursing	1	1.0

Table 4: Describe Programs of Study Not Listed Above That CVCC Should Offer Sorted From Most to Least Frequent (continued)	*N*	*Percent*
Broadcasting/journalism	1	1.0
Carpentry—industrial saws	1	1.0
Community service—volunteerism	1	1.0
Comprehensive building trades	1	1.0
Construction administration	1	1.0
Culinary Arts	1	1.0
Electricity technology	1	1.0
Environmental engineering	1	1.0
Fire Science degree program	1	1.0
Framing of pictures	1	1.0
General blueprint reading	1	1.0
Hotel/Restaurant Management	1	1.0
Instrumentation Electrician	1	1.0
Interior decorating	1	1.0
Jewelry repair/design	1	1.0
Lumber grading of hardwood	1	1.0
Marketing--visual merchandising, inventory control	1	1.0
Microsoft Office Professional courses	1	1.0
Music Theory	1	1.0
Non-profit management	1	1.0
Non-technical business skills (presentation skills, conflict resolution, etc.)	1	1.0
Opthamologist Assistant (1 year)	1	1.0
Printing, offset and web presses	1	1.0
Private security state-mandated classes	1	1.0
Quality/industrial management	1	1.0
Remedial education/basic skills	1	1.0
Respiratory program--two years	1	1.0
Retailing	1	1.0
Sanitation	1	1.0
Sports administration	1	1.0
Travel	1	1.0
Truck driving	1	1.0
Veterinary business management	1	1.0
Veterinary technician	1	1.0
Welding night classes	1	1.0
Wireless communication/radio engineering	1	1.0
Total	103	100.0

# of employees	% of total employees	Table 5a: What Kind of Credit Courses Would You Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained	# of employers	Training delivered at employer	Training delivered at CVCC	15 weeks	8 weeks	6 weeks
60	20.1	Computer software (Windows 98/Excel/MS Office)	3	1	1		1	2
35	11.7	Electro/mechanical technician (PLC training, electronic controls)/mechanical operations/technical machine	5	1	3	1	1	2
30	10.1	HVAC plumbing	1	1	1		1	
30	10.1	Piping masonry	1	1	1		1	
22	7.4	Managing people/leadership	4		4	1	1	2
15	5.0	Residential child care	1		1			1
10	3.4	Sheet metal fabrication technology	1		1		1	
9	3.0	Horticulture	2		2	1		1
8	2.7	Industrial, construction, quality, office, real estate, veterinary, gym business management	6		5	3		2
5	1.7	CAD/drafting	3	1	1	1		1
5	1.7	Medical terminology	2		2		1	
5	1.7	Various auto technology courses	1	1				
5	1.7	ICD 9 CM (Diagnosis coding)	1		1		1	
5	1.7	Laboratory technician	1		1			1
5	1.7	Environmental technology	1		1			1
5	1.7	Landscape design	1		1	1		
4	1.3	Surveying technology	1		1	1		
4	1.3	Engineering	1		1			
3	1.0	Sign language	2		2	2		
3	1.0	Sales/selling	1		1			
3	1.0	Commercial printing	1		1	1		
3	1.0	Offset press operations	1		1	1		
3	1.0	Teamwork	1		1			1
3	1.0	Framing pictures	1		1	1		
2	0.7	Basic control circuit wiring techniques	1		1			1
2	0.7	CNC programming	1		1	1		
2	0.7	G codes machining	1		1	1		
2	0.7	Spanish (second year night course)	1		1	1		
2	0.7	Real estate brokerage	1		1	1		
2	0.7	Golf	1		1	1		

# of employees	% of total employees	Table 5a: What Kind of Credit Courses Would You Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained (continued)	# of employers	Training delivered at employer	Training delivered at CVCC	15 weeks	8 weeks	6 weeks
1	0.3	Accounting	2		1	1		
1	0.3	Quality control	1		1			
1	0.3	10 key calculator	1		1			
1	0.3	Retailing	1		1			1
1	0.3	Industrial nursing	1		1			
1	0.3	Web design	1		1			
	0.0	Education (grades 4-8 certification)/special ed	2		2			
	0.0	Sales and Marketing	1		1			1
	0.0	Veterinary technician	1					
	0.0	Mainframe COBOL; DB/2; JCL	1					
	0.0	Offer transfer courses in summer	1					
	0.0	Nursing assistant	1		1			1
	0.0	Licensed practical nurse	1		1	1		
	0.0	Quickbooks Pro accounting software	1		1			1
	0.0	Reading courses/English composition	2		1	1	1	1
	0.0	Public relations	1		1			
	0.0	Health/nutrition	1		1			
	0.0	Principles of insurance	1		1	1		
	0.0	Customer service focus	1		1			
298	100.0	Totals	71	6	58	23	9	20
		Total Percent	100.0	9.4	90.6	44.2	17.3	38.5

# of employees	Table 5b: What Kind of Credit Courses Would You Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained	# of employers	% of employers	Training delivered at employer	Training delivered at CVCC	15 weeks	8 weeks	6 weeks
8	Industrial, construction, quality, office, real estate, veterinary, gym business management	6	8.5		5	3		2
35	Electro/mechanical technician (PLC training, electronic controls)/mechanical operations/technical machine	5	7.0	1	3	1	1	2
22	Managing people/leadership	4	5.6		4	1	1	2
60	Computer software (Windows 98/Excel/MS Office)	3	4.2	1	1		1	2
5	CAD/drafting	3	4.2	1	1	1		1
3	Sign language	2	2.8		2	2		
	Reading courses/English composition	2	2.8		1	1	1	1
5	Medical terminology	2	2.8		2		1	
9	Horticulture	2	2.8		2	1		1
	Education (grades 4-8 certification)/special ed	2	2.8		2			
1	Accounting	2	2.8		1	1		
1	Web design	1	1.4		1			
	Veterinary technician	1	1.4					
5	Various auto technology courses	1	1.4	1				
3	Teamwork	1	1.4		1			1
4	Surveying technology	1	1.4		1	1		
2	Spanish (second year night course)	1	1.4		1	1		
10	Sheet metal fabrication technology	1	1.4		1		1	
3	Sales/selling	1	1.4		1			
	Sales and Marketing	1	1.4		1			1
1	Retailing	1	1.4		1			1
15	Residential child care	1	1.4		1			1
2	Real estate brokerage	1	1.4		1	1		
	Quickbooks Pro accounting software	1	1.4		1			1
1	Quality control	1	1.4		1			
	Public relations	1	1.4		1			
	Principles of insurance	1	1.4		1	1		
30	Piping masonry	1	1.4	1	1		1	
3	Offset press operations	1	1.4		1	1		

# of employees	*Table 5b: What Kind of Credit Courses Would You Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained (continued)*	# of employers	% of employers	Training delivered at employer	Training delivered at CVCC	15 weeks	8 weeks	6 weeks
3	Offset press operations	1	1.4		1	1		
	Offer transfer courses in summer	1	1.4					
	Nursing assistant	1	1.4		1			1
	Mainframe COBOL; DB/2; JCL	1	1.4					
	Licensed practical nurse	1	1.4		1	1		
5	Landscape design	1	1.4		1	1		
5	Laboratory technician	1	1.4		1			1
1	Industrial nursing	1	1.4		1			
5	ICD 9 CM (Diagnosis coding)	1	1.4		1		1	
30	HVAC plumbing	1	1.4	1	1		1	
	Health/nutrition	1	1.4		1			
2	Golf	1	1.4		1	1		
2	G codes machining	1	1.4		1	1		
3	Framing pictures	1	1.4		1	1		
5	Environmental technology	1	1.4		1			1
4	Engineering	1	1.4		1			
	Customer service focus	1	1.4		1			
3	Commercial printing	1	1.4		1	1		
2	CNC programming	1	1.4		1	1		
2	Basic control circuit wiring techniques	1	1.4		1			1
1	10 key calculator	1	1.4		1			
298	Totals	71	100.0	6	58	23	9	20
	Total Percent	100.0		9.4	90.6	44.2	17.3	38.5

# of em-ploy-ees	% of to-tal em-ploy-ees	Table 6a: Describe Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained	# of em-ploy-ers	Training deliv-ered at employ-er	training deliver-ed at CVCC	4 weeks or more	2 - 3 weeks	1 week or less
100	29.4	Conflict resolution	3	1				1
34	10.0	Basic management/supervisory skills/leadership/people management/management development	11	1	5	2	1	3
30	8.8	Computer applications (MS Office)/training/word processing/Corel Legal Suite/Excel/Quattro	19	1	11	3	4	5
15	4.4	Electronic assembly	1	1				1
15	4.4	Soldering	1	1				1
15	4.4	Statistical Process Control	1	1				1
15	4.4	Working retail	1		1	1		
10	2.9	Construction-related course	1					
10	2.9	Stress management/organizational behavior (interpersonal, how to comport selves, teamwork)	5	1				1
10	2.9	Website design--HTML	1	1			1	
6	1.8	Credit counseling	1	1		1		
6	1.8	Roofing	1		1	1		
6	1.8	Sheet metal	1		1	1		
6	1.8	Tractor trailer driving	1		1			1
5	1.5	Exterior maintenance	1		1	1		
5	1.5	P E prep course	1		1	1		
5	1.5	Teamwork	1		1	1		
4	1.2	Insurance CE classes	1		1	1		
4	1.2	ISO-9000	1		1		1	
3	0.9	Auto mechanics	2	1		1		
3	0.9	How to price products	1		1			1
3	0.9	How to price services	1		1			1
3	0.9	Medical gas certification	1				1	
3	0.9	Retail sales/salesmanship	2				1	1
3	0.9	Statistics	1		1			1
2	0.6	Blueprint	3		2	1		1
2	0.6	Customer service/relations	2		2			2
2	0.6	How to use Internet	2	1	1			1
2	0.6	Industrial safety	1		1	1		

# of employees	% of total employees	Table 6a: Describe Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained (continued)	# of employers	Training delivered at employer	Training delivered at CVCC	4 weeks or more	2 - 3 weeks	1 week or less
2	0.6	Interior Decorating	1		1	1		
2	0.6	Keyboarding	1		1	1		
2	0.6	Medical terminology	1		1	1		
2	0.6	Private security/investigation	2		2	1		1
2	0.6	Public relations	1		1			1
2	0.6	Veterinary assistant	1		1	1		
1	0.3	Accounting software QuickBooks Pro	1		1		1	
	0.0	Banking and finance	1					
	0.0	Career planning	1		1			1
	0.0	Carpentry/saws	2		1	1	1	
	0.0	Communications (writing/speaking courses)	6		1	1		
	0.0	Courses which help businesses stay up-to-date (e.g., statistical process control, statistical quality control, total quality management, its)	1					
	0.0	Cruise vacations--what you should know	1		1			1
	0.0	Floral training	1			1		
	0.0	Food service courses	2	1	1		1	1
	0.0	Grant writing	1		1			
	0.0	Industrial maintenance/ Maintenance mechanics /electrical maintenance/ electronic maintenance /instrument maintenance	5	1				
	0.0	Leadership academy for neighborhood leaders	1					
	0.0	Maintenance	1			1		
	0.0	Marketing	1		1			1
	0.0	Picture framing	1		1	1		
	0.0	Pipe fitting	1					
	0.0	Professional behavior	1		1			1
	0.0	Programmable Logic Controls	1					
	0.0	Public speaking	1					1
	0.0	Receptionist responsibilities	1			1		
	0.0	Running for public office	1					
	0.0	Sanitation	1		1	1		
	0.0	Transportation	1					
	0.0	Vinyl flooring	1		1	1		
	0.0	WPS Assessment (Zenger Miller)	1		1			1
340	100.0	Total	112	13	54	29	12	31
		Total Percent		19.4	80.6	40.3	16.7	43.1

# of employees	Table 6b: Describe Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained	# of employers	% of employers	Training delivered at employer	Training delivered at CVCC	4 weeks or more	2 - 3 weeks	1 week or less
30	Computer applications (MS Office)/training/word processing/Corel Legal Suite/Excel/Quattro	19	17.0	1	11	3	4	5
34	Basic management/supervisory skills/leadership/people management/management development	11	9.8	1	5	2	1	3
	Communications (writing/speaking courses)	6	5.4		1	1		
	Industrial maintenance/maintenance mechanics /electrical maintenance/electronic maintenance /instrument maintenance	5	4.5	1				
10	Stress management/organizational behavior (interpersonal, how to comport selves, teamwork)	5	4.5	1				1
2	Blueprint	3	2.7		2	1		1
100	Conflict resolution	3	2.7	1				1
3	Auto mechanics	2	1.8	1		1		
	Carpentry/saws	2	1.8		1	1	1	
2	Customer service/relations	2	1.8		2			2
	Food service courses	2	1.8	1	1		1	1
2	How to use Internet	2	1.8	1	1			1
2	Private security/investigation	2	1.8		2	1		1
3	Retail sales/salesmanship	2	1.8				1	1
1	Accounting software QuickBooks Pro	1	0.9		1		1	
	Banking and finance	1	0.9					
	Career planning	1	0.9		1			1
10	Construction-related course	1	0.9					
	Courses which help businesses stay up-to-date (e.g., statistical process control, statistical quality control, total quality management, its)	1	0.9					
6	Credit counseling	1	0.9	1		1		
	Cruise vacations—what you should know	1	0.9		1			1
15	Electronic assembly	1	0.9	1				1
5	Exterior maintenance	1	0.9		1	1		
	Floral training	1	0.9			1		
	Grant writing	1	0.9		1			
3	How to price products	1	0.9		1			1
3	How to price services	1	0.9		1			1

# of employees	Table 6b: Describe Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained (continued)	# of employers	% of employers	Training delivered at employer	Training delivered at CVCC	4 weeks or more	2 - 3 weeks	1 week or less
2	Industrial safety	1	0.9		1	1		
4	Insurance CE classes	1	0.9		1	1		
2	Interior Decorating	1	0.9		1	1		
4	ISO-9000	1	0.9		1		1	
2	Keyboarding	1	0.9		1	1		
	Leadership academy for neighborhood leaders	1	0.9					
	Maintenance	1	0.9			1		
	Marketing	1	0.9		1			1
3	Medical gas certification	1	0.9				1	
2	Medical terminology	1	0.9		1	1		
5	P E prep course	1	0.9		1	1		
	Picture framing	1	0.9		1	1		
	Pipe fitting	1	0.9					
	Professional behavior	1	0.9		1			1
	Programmable Logic Controls	1	0.9					
2	Public relations	1	0.9		1			1
	Public speaking	1	0.9					1
	Receptionist responsibilities	1	0.9			1		
6	Roofing	1	0.9		1	1		
	Running for public office	1	0.9					
	Sanitation	1	0.9		1	1		
6	Sheet metal	1	0.9		1	1		
15	Soldering	1	0.9	1				1
15	Statistical Process Control	1	0.9	1				1
3	Statistics	1	0.9		1			1
5	Teamwork	1	0.9		1	1		
6	Tractor trailer driving	1	0.9		1			1
	Transportation	1	0.9					
2	Veterinary assistant	1	0.9		1	1		
	Vinyl flooring	1	0.9		1	1		
10	Website design--HTML	1	0.9	1			1	
15	Working retail	1	0.9		1	1		
	WPS Assessment (Zenger Miller)	1	0.9		1			1
340	Total	112.0	100.0	13	54	29	12	31
	Total Percent			19.4	80.6	40.3	16.7	43.1

# of employees	% of total employees	Table 7a: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained	# of employers	% non-credit	Training delivered at employer	Training delivered at CVCC
100	16.8	Conflict resolution	3	100	1	
90	15.1	Computer software (Windows 98/Excel/MS Office /Internet)	22	86	2	12
56	9.4	Basic management/supervisory skills/leadership/ people management/management development	15	73	1	9
46	7.7	Construction-related courses: roofing, carpentry, saws, HVAC piping, plumbing, masonry	5	80	1	3
35	5.9	Electro/mechanical technician (PLC training, electronic controls)/mechanical operations/technical machine	6	17	1	3
16	2.7	Courses which help businesses stay up-to-date (e.g., statistical process control, statistical quality control, total quality management, its)	3	67	1	1
16	2.7	Sheet metal fabrication technology/sheet metal	2	50	1	1
15	2.5	Behavior Within Organizations (interpersonal behavior, how to comport selves, teamwork, professional behavior, stress management)	7	86	1	1
15	2.5	Electronic assembly	1	100	1	
15	2.5	Residential child care	1	100		1
15	2.5	Soldering	1	100	1	
15	2.5	Working retail	1	100		1
10	1.7	Website design--HTML	1	100	1	
9	1.5	Horticulture	2	0		2
8	1.3	Auto technology courses	3	67	2	
8	1.3	Industrial, construction, quality, office, real estate, veterinary, gym business management	6	0		5
6	1.0	Credit counseling	1	100	1	
6	1.0	Retail sales/salesmanship	4	50		2
6	1.0	Tractor trailer driving	1	100		1
5	0.8	CAD/drafting	3	0	1	1
5	0.8	Environmental technology	1	0		1
5	0.8	Exterior maintenance	1	100		1
5	0.8	ICD 9 CM (Diagnosis coding)	1	0		1
5	0.8	Laboratory technician	1	0		1

# of employees	% of total employees	Table 7a: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained (continued)	# of employers	% non-credit	Training delivered at employer	Training delivered at CVCC
5	0.8	Landscape design	1	0		1
5	0.8	Medical terminology	2	0		2
5	0.8	P E prep course	1	100		1
4	0.7	Engineering	1	0		1
4	0.7	Insurance CE classes/principles of insurance	2	100		2
4	0.7	ISO-9000	1	100		1
4	0.7	Surveying technology	1	0		1
3	0.5	Commercial printing/offset press operations	1	0		1
3	0.5	Framing pictures	2	50		2
3	0.5	Medical gas certification	1	100		
3	0.5	Sign language	2	0		2
3	0.5	Statistics	1	100		1
2	0.3	Accounting/accounting software (QuickBooks Pro)	4	25		1
2	0.3	Basic control circuit wiring techniques	1	0		1
2	0.3	Blueprint	3	33		2
2	0.3	CNC programming	1	0		1
2	0.3	Customer service/relations	3	67		3
2	0.3	G codes machining	1	0		1
2	0.3	Golf	1	0		1
2	0.3	How to use Internet	2	100	1	1
2	0.3	Industrial safety	1	100		1
2	0.3	Interior Decorating	1	100		1
2	0.3	Keyboarding	1	100		1
2	0.3	Medical terminology	1	100		1
2	0.3	Private security, investigation	2	100		2
2	0.3	Public relations	1	100		1
2	0.3	Real estate brokerage	1	0		1
2	0.3	Spanish (second year night course)	1	0		1
2	0.3	Veterinary assistant	1	100		1
1	0.2	10 key calculator	1	0		1
1	0.2	Industrial nursing	1	0		1
1	0.2	Retailing	1	0		1
1	0.2	Web design	1	0		1

# of employees	% of total employees	Table 7a: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employees to be Trained (continued)	# of employers	% non-credit	Training delivered at employer	Training delivered at CVCC
	0.0	Banking and finance	1	100		
	0.0	Career planning	1	100		1
	0.0	Communications (writing/speaking/reading courses)	7	86		1
	0.0	Cruise vacations--what you should know	1	100		1
	0.0	Education (grades 4-8 certification)/special ed	2	0		2
	0.0	Floral training	1	100		
	0.0	Food service courses	2	100	1	1
	0.0	Grant writing	1	100		1
	0.0	Health/nutrition	1	0		1
	0.0	Industrial maintenance/maintenance mechanics /electrical maintenance/electronics maintenance /instrumentation maintenance	5	100	1	
	0.0	Leadership academy for neighborhood leaders	1	100		
	0.0	Licensed practical nurse	1	0		1
	0.0	Mainframe COBOL; DB/2; JCL	1	0		
	0.0	Marketing, how to price services, how to price products	2	100		1
	0.0	Nursing assistant	1	0		1
	0.0	Offer transfer courses in summer	1	0		
	0.0	Pipe fitting	1	100		
	0.0	Public relations	1	100		1
	0.0	Receptionist responsibilities	1	100		
	0.0	Running for public office	1	100		
	0.0	Sanitation	1	100		1
	0.0	Transportation	1	100		
	0.0	Veterinary technician	1	100		
	0.0	Vinyl flooring	1	100		1
	0.0	WPS Assessment (Zenger Miller)	1	100		1
	0.0					
596	100.0	Totals	176		19	102
		Total Percent	100.0		15.7	84.3

# of employees	Table 7b: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained	# of employers	% of employers	% non-credit	Training delivered at employer	Training delivered at CVCC
90	Computer software (Windows 98/Excel/MS Office /Internet)	22	12.5	86	2	12
56	Basic management/supervisory skills/leadership/ people management/management development	15	8.5	73	1	9
15	Behavior Within Organizations (interpersonal behavior, how to comport selves, teamwork, professional behavior, stress management)	7	4.0	86	1	1
	Communications (writing/speaking/reading courses)	7	4.0	86		1
35	Electro/mechanical technician (PLC training, electronic controls)/mechanical operations/technical machine	6	3.4	17	1	3
8	Industrial, construction, quality, office, real estate, veterinary, gym business management	6	3.4	0		5
46	Construction-related courses: roofing, carpentry, saws, HVAC piping, plumbing, masonry	5	2.8	80	1	3
	Industrial maintenance/maintenance mechanics /electrical maintenance/electronics maintenance /instrumentation maintenance	5	2.8	100	1	
2	Accounting/accounting software (QuickBooks Pro)	4	2.3	25		1
6	Retail sales/salesmanship	4	2.3	50		2
8	Auto technology courses	3	1.7	67	2	
2	Blueprint	3	1.7	33		2
5	CAD/drafting	3	1.7	0	1	1
100	Conflict resolution	3	1.7	100	1	
16	Courses which help businesses stay up-to-date (e.g., statistical process control, statistical quality control, total quality management, its)	3	1.7	67	1	1
2	Customer service/relations	3	1.7	67		3

# of employees	Table 7b: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained (continued)	# of employers	% of employers	% non-credit	Training delivered at employer	Training delivered at CVCC
	Education (grades 4-8 certification)/special ed	2	1.1	0		2
	Food service courses	2	1.1	100	1	1
3	Framing pictures	2	1.1	50		2
9	Horticulture	2	1.1	0		2
2	How to use Internet	2	1.1	100	1	1
4	Insurance CE classes/principles of insurance	2	1.1	100		2
	Marketing, how to price services, how to price products	2	1.1	100		1
5	Medical terminology	2	1.1	0		2
2	Private security, investigation	2	1.1	100		2
16	Sheet metal fabrication technology/sheet metal	2	1.1	50	1	1
3	Sign language	2	1.1	0		2
1	10 key calculator	1	0.6	0		1
	Banking and finance	1	0.6	100		
2	Basic control circuit wiring techniques	1	0.6	0		1
	Career planning	1	0.6	100		1
2	CNC programming	1	0.6	0		1
3	Commercial printing/offset press operations	1	0.6	0		1
6	Credit counseling	1	0.6	100	1	
	Cruise vacations--what you should know	1	0.6	100		1
15	Electronic assembly	1	0.6	100	1	
4	Engineering	1	0.6	0		1
5	Environmental technology	1	0.6	0		1
5	Exterior maintenance	1	0.6	100		1
	Floral training	1	0.6	100		
2	G codes machining	1	0.6	0		1
2	Golf	1	0.6	0		1
	Grant writing	1	0.6	100		1
	Health/nutrition	1	0.6	0		1
5	ICD 9 CM (Diagnosis coding)	1	0.6	0		1
1	Industrial nursing	1	0.6	0		1
2	Industrial safety	1	0.6	100		1

# of employees	Table 7b: Describe Credit and Non-Credit Courses That You Would Like CVCC to Offer Sorted in Terms of Number of Employers to be Trained (continued)	# of employers	% of employers	% non-credit	Training delivered at employer	Training delivered at CVCC
2	Interior Decorating	1	0.6	100		1
4	ISO-9000	1	0.6	100		1
2	Keyboarding	1	0.6	100		1
5	Laboratory technician	1	0.6	0		1
5	Landscape design	1	0.6	0		1
	Leadership academy for neighborhood leaders	1	0.6	100		
	Licensed practical nurse	1	0.6	0		1
	Mainframe COBOL; DB/2; JCL	1	0.6	0		
3	Medical gas certification	1	0.6	100		
2	Medical terminology	1	0.6	100		1
	Nursing assistant	1	0.6	0		1
	Offer transfer courses in summer	1	0.6	0		
5	P E prep course	1	0.6	100		1
	Pipe fitting	1	0.6	100		
2	Public relations	1	0.6	100		1
	Public relations	1	0.6	100		1
2	Real estate brokerage	1	0.6	0		1
	Receptionist responsibilities	1	0.6	100		
15	Residential child care	1	0.6	100		1
1	Retailing	1	0.6	0		1
	Running for public office	1	0.6	100		
	Sanitation	1	0.6	100		1
15	Soldering	1	0.6	100	1	
2	Spanish (second year night course)	1	0.6	0		1
3	Statistics	1	0.6	100		1
4	Surveying technology	1	0.6	0		1
6	Tractor trailer driving	1	0.6	100		1
	Transportation	1	0.6	100		
2	Veterinary assistant	1	0.6	100		1
	Veterinary technician	1	0.6	100		
	Vinyl flooring	1	0.6	100		1
1	Web design	1	0.6	0		1
10	Website design--HTML	1	0.6	100	1	
15	Working retail	1	0.6	100		1
	WPS Assessment (Zenger Miller)	1	0.6	100		1
596	Totals	176	100.0		19	102
	Total Percent	100.0			15.7	84.3

# of employees	*% of total employees*	*Table 8a: CVCC Weekend College Program of Study--Either Old or New--That Would be Most Beneficial for Your Organization Sorted in Terms of Number of Employees to be Trained*	*# of employers*
40	14.3	Computer classes/information systems technology/programming/data entry/MS Windows	19
35	12.5	Certified nurse's assistant	2
32	11.5	Retailing--marketing, advertising, cash flow, budgeting, customer service	2
28	10.0	Basic management/business management-administration/foreman level leadership/quality or industrial management/business finance/business courses/gym management/construction management/real estate management/non-profit management, construction management	19
16	5.7	Electronics technology	4
13	4.7	Sales & marketing, advertising on a shoestring budget, advertising management	6
11	3.9	Cadkey/CADCAM/architectural CAD	4
10	3.6	Construction/construction safety/construction equipment operation, maintenance/electrical courses	3
10	3.6	Human services (minority/low income students)	1
9	3.2	HVAC/electro-mechanical technician/business classes for HVAC company employees	5
7	2.5	CNC & G code/machining computer courses	1
7	2.5	Floral design	1
7	2.5	Law and ethics of business world	1
6	2.2	Engineering program (strengthening)/civil engineering	3
6	2.2	Welding	3
5	1.8	Education (grades 4-8 certification)/special education/teacher's aide/k-3	5
5	1.8	Laboratory technician	1
4	1.4	Electricity	1

# of employees	% of total employees	*Table 8a: CVCC Weekend College Program of Study--Either Old or New--That Would be Most Beneficial for Your Organization Sorted in Terms of Number of Employees to be Trained (continued)*	# of employers
4	1.4	Real estate/real estate broker mandatory classes	2
3	1.1	Accounting	4
3	1.1	Medical terminology	1
3	1.1	Plumbing	2
2	0.7	Accounting	1
2	0.7	Internet for beginners	1
2	0.7	Paralegal	1
2	0.7	Photography & computer graphics/digital photography	1
2	0.7	Plastics engineering	1
2	0.7	Private investigation	1
2	0.7	Veterinary technology	1
1	0.4	Furniture making	1
	0.0	AS400 RPG programming	1
	0.0	Banking and finance	1
	0.0	Building skills (framing, carpentry, brick laying)	1
	0.0	Communications--writing and speaking courses	1
	0.0	Cruise vacations/travel	2
	0.0	Dental hygiene	1
	0.0	Disabilities studies license	1
	0.0	Electrical apprenticeship	1
	0.0	Engineering--electrical	1
	0.0	Health and exercise/weight control and management	1
	0.0	Horticulture	2
	0.0	How to be a receptionist (proper telephone techniques, professionally taking payments, computer use, greeting patients, properly seating patients, scheduling and handling no-shows)	1
	0.0	Industrial maintenance	1
	0.0	Insurance classes for state re-certification	1
	0.0	Insurance product knowledge	1
	0.0	Landscaping	1
	0.0	Legal assistant	1

BEST COPY AVAILABLE

# of employees	% of total employees	Table 8a: CVCC Weekend College Program of Study--Either Old or New--That Would be Most Beneficial for Your Organization Sorted in Terms of Number of Employees to be Trained (continued)	# of employers
	0.0	Liberal arts	1
	0.0	Machine operations/machinists	3
	0.0	Maintenance supervision	1
	0.0	Marketing	1
	0.0	Medical assistants	1
	0.0	Medical gas certification	1
	0.0	Office equipment	1
	0.0	Opthamologist Assistant	1
	0.0	Pest control service training (identification of different insects--what insecticides would be used for what job if needed)	1
	0.0	Printing	1
	0.0	Printing press technology	1
	0.0	Productivity improvement	1
	0.0	Programming	1
	0.0	Reading, math, science, social studies (which help teachers meet endorsement standards)	1
	0.0	Tractor trailer driving	1
	0.0	Web design	1
279	100.0	Total	135

# of employees	*Table 8b: CVCC Weekend College Program of Study--Either Old or New--That Would be Most Beneficial for Your Organization Sorted in Terms of Number of Employers to be Trained*	*# of employers*	*% of employers*
28	Basic management/business management-administration/foreman level leadership/quality or industrial management/business finance/business courses/gym management/construction management/real estate management/non-profit management, construction management	19	14.1
40	Computer classes/information systems technology/programming/data entry/MS Windows	19	14.1
13	Sales & marketing, advertising on a shoestring budget, advertising management	6	4.4
5	Education (grades 4-8 certification)/special education/teacher's aide/k-3	5	3.7
9	HVAC/electro-mechanical technician/business classes for HVAC company employees	5	3.7
3	Accounting	4	3.0
11	Cadkey/CADCAM/architectural CAD	4	3.0
16	Electronics technology	4	3.0
10	Construction/construction safety/construction equipment operation, maintenance/electrical courses	3	2.2
6	Engineering program (strengthening)/civil engineering	3	2.2
	Machine operations/machinists	3	2.2
6	Welding	3	2.2
35	Certified nurse's assistant	2	1.5
	Cruise vacations/travel	2	1.5
	Horticulture	2	1.5
3	Plumbing	2	1.5

# of employees	*Table 8b: CVCC Weekend College Program of Study--Either Old or New--That Would be Most Beneficial for Your Organization Sorted in Terms of Number of Employers to be Trained (continued)*	# of employers	% of employers
4	Real estate/real estate broker mandatory classes	2	1.5
32	Retailing--marketing, advertising, cash flow, budgeting, customer service	2	1.5
2	Accounting	1	0.7
	AS400 RPG programming	1	0.7
	Banking and finance	1	0.7
	Building skills (framing, carpentry, brick laying)	1	0.7
7	CNC & G code/machining computer courses	1	0.7
	Communications--writing and speaking courses	1	0.7
	Dental hygiene	1	0.7
	Disabilities studies license	1	0.7
	Electrical apprenticeship	1	0.7
4	Electricity	1	0.7
	Engineering--electrical	1	0.7
7	Floral design	1	0.7
1	Furniture making	1	0.7
	Health and exercise/weight control and management	1	0.7
	How to be a receptionist (proper telephone techniques, professionally taking payments, computer use, greeting patients, properly seating patients, scheduling and handling no-shows)	1	0.7
10	Human services (minority/low income students)	1	0.7
	Industrial maintenance	1	0.7
	Insurance classes for state re-certification	1	0.7
	Insurance product knowledge	1	0.7
2	Internet for beginners	1	0.7
5	Laboratory technician	1	0.7
	Landscaping	1	0.7
7	Law and ethics of business world	1	0.7

BEST COPY AVAILABLE

# of employees	*Table 8b: CVCC Weekend College Program of Study--Either Old or New--That Would be Most Beneficial for Your Organization Sorted in Terms of Number of Employers to be Trained (continued)*	# of employers	% of employers
	Legal assistant	1	0.7
	Liberal arts	1	0.7
	Maintenance supervision	1	0.7
	Marketing	1	0.7
	Medical assistants	1	0.7
	Medical gas certification	1	0.7
3	Medical terminology	1	0.7
	Office equipment	1	0.7
	Opthamologist Assistant	1	0.7
2	Paralegal	1	0.7
	Pest control service training (identification of different insects--what insecticides would be used for what job if needed)	1	0.7
2	Photography & computer graphics/digital photography	1	0.7
2	Plastics engineering	1	0.7
	Printing	1	0.7
	Printing press technology	1	0.7
2	Private investigation	1	0.7
	Productivity improvement	1	0.7
	Programming	1	0.7
	Reading, math, science, social studies (which help teachers meet endorsement standards)	1	0.7
	Tractor trailer driving	1	0.7
2	Veterinary technology	1	0.7
	Web design	1	0.7
279	Total	135	100.0